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United States Department of Agriculture,

BOARD OF LABOR EMPLOYMENT.

Washington, D. C., March 21, 1904.

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INSTRUCTIONS TO APPLICANTS FOR APPOINTMENT TO THE POSITION OF MERE UNSKILLED LABORER IN THE U. S. DEPARTMENT OF AGRICULTURE AT WASHINGTON, D. C.

1. The position of mere unskilled laborer in the U. S. Department of Agriculture at Washington, D. C., is not included in the classified civil service of the United States, but is subject to separate and distinct regulations, promulgated by the President of the United States on July 2, 1902, at the recommendation of the Secretary of Agriculture and the U. S. Civil Service Commission.

2. The highest salary paid to a person appointed to the position of mere unskilled laborer under the regulations referred to in the preceding paragraph is \$600 per annum. The duties pertaining to this position are: (Males)—Those of a common laborer or workman; and (Females)—Those of a charwoman, or its equivalent.

3. No person can be appointed to the position of mere unskilled laborer in the U. S. Department of Agriculture except upon examination and certification by the Board of Labor Employment.

4. Application for appointment to the position of mere unskilled laborer in the Department of Agriculture will be accepted only when made upon the application form prescribed by the Board of Labor Employment and filed with the Secretary of the Board.

5. Application blanks can be obtained only from the Secretary of the Board of Labor Employment, in the Office of the Appointment Clerk of the Department of Agriculture.

6. No personal influence, letters of recommendation, or other indorsements, besides those provided in the application form, will be considered or received by the Board of Labor Employment.

7. Applications of persons over 65 years of age will not be considered, except of honorably discharged soldiers of the civil war or of the Spanish-American war, and of those entitled to the benefits of section 1754, Revised Statutes; nor will applications be received from persons who are badly crippled or deformed, or from persons who are not citizens of the United States. Applicants who claim citizenship through naturalization will be required to submit to the Labor Board documentary proof of their naturalization.

8. Applications may be filed at any time with the Secretary of the Board, and will be examined and rated by the Board according to the age, physical condition, and other qualifications for performing manual labor of each applicant as indicated by his past occupations.

9. In the rating of the applications by the Labor Board, special consideration will be given any former service as laborer in the Department of Agriculture. No credit will, however, be given for any qualifications other than those required for the performance of manual labor. The fact that an applicant can not read or write will not be considered in determining his rating.

10. A notice will be sent to all applicants immediately after their applications have been passed upon by the Board of Labor Employment, stating whether they passed or failed in the examination.

11. The names of all persons who attain an average rating of 70 or over will be entered upon the register of eligibles in the order of average, and when a vacancy occurs in the position of mere unskilled laborer, certification will be made by the Labor Board of the highest three names on the register at the time the Board receives a request from the Secretary of Agriculture for a certification to fill the vacancy.

12. No information whatever in regard to the order in which any name stands upon the list of eligibles will be given by the Labor Board.

13. The names of all persons who receive an average of 70 per cent or over will be retained on the eligible register for a period of one year from the date the names are entered on the register. At the expiration of the year the names will be dropped and will no longer be entitled to certification.

14. No information other than found in this paragraph will be given by the Labor Board as to the date on which applications will be examined and rated. Under the regulations applications which have been filed in complete form within the preceding six months will be rated by the Board on the first of January and the first of July of each year. But whenever it may be necessary, in order to supply qualified persons for appointment, the Board may at any time between January 1 and July 1 rate all applicants whose applications may be at such time on file and unrated.

15. The Board of Labor Employment can give no information as to the prospects of appointment to the position of mere unskilled laborer, as the Board has no knowledge of any vacancy until requested by the Secretary of Agriculture to certify eligibles to fill the vacancy.

16. Whenever the Board is unable to determine satisfactorily the rating of an applicant upon the information furnished on the application form, it may secure such further information as it may desire in respect to the applicant's character or ability, and may summon the applicant to appear personally before the Board or its representative.

17. The application of any person who has been convicted of a crime, misdemeanor, or of vagrancy, or who gives a false name or residence, or who makes other misrepresentations, may, in the discretion of the Labor Board, be canceled.

18. If an eligible declines appointment, he or she will not be tendered another appointment unless the eligible shall request the benefit of such remaining certifications as the rules of the Board allow, and furnish satisfactory reasons for declining the appointment.

19. Applicants must promptly advise the Secretary of the Board of Labor Employment of any change of post-office address; failure to do so may result in losing an opportunity of appointment.

20. Applicants are requested to read these instructions carefully, and to use the utmost care in filling out the application form.

21. Applications forwarded by mail should be addressed to the Secretary, Board of Labor Employment, U. S. Department of Agriculture, Washington, D. C.

BOARD OF LABOR EMPLOYMENT:

SYLVESTER R. BURCH, *Chairman*,
JOSEPH A. ARNOLD, *Vice-Chairman*,
ALBERT F. WOODS,
EDGAR B. CALVERT,
R. W. ROBERTS, *Secretary*.

